



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 4205.1F (HDQ)  
N4  
11 Sep 2009

COMNAVCRUITCOM INSTRUCTION 4205.1F (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: PURCHASE AUTHORITY

Ref: (a) NAVSUPINST 4200.81  
(b) NAVSUPINST 4200.85  
(c) NAVSUPINST 4200.94  
(d) COMNAVCRUITCOMINST 4200.1  
(e) DoD Directive 5500.7-R, Joint Ethics Regulations  
(f) DFARS 253  
(g) NAVSUPINST 4200.99

1. Purpose. To revise information concerning the authority and responsibility for the purchase of supplies and material.

2. Cancellation. COMNAVCRUITCOMINST 4205.1E (HDQ).

3. Background. Procurement authority for Commander, Navy Recruiting Command (COMNAVCRUITCOM) was revised by the Fleet Industrial Supply Center Norfolk. Authority was limited to \$3,000, the limit of the Government Commercial Purchase Card.

4. Policy. On 3 May 2007, COMNAVCRUITCOM was given contracting authority by the Navy Supply Systems Command (NAVSUP) through the Fleet Industrial Supply Center (FISC), Norfolk. As such, COMNAVCRUITCOM has overall responsibility to manage the delegation of contracting authority to personnel in the command per references (a) through (e) and to appoint the Agency Program Coordinator (APC) and the Approving Official (AO) for the Government Commercial Purchase Card Program per reference (g).

a. The APC has overall responsibility for management, administration and day-to-day operations of the purchase card program.

b. The AO is responsible for reviewing and verifying monthly purchase card statements of cardholders under their purview. The AO must verify that all purchases were necessary and for official government purposes per applicable directives.

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c. COMNAVCRUITCOM has the authority to appoint contracting officers within Headquarters on Standard Form 1402. The prospective AO, APC and cardholders are appointed via DD Form 577 and must complete:

(1) DoD Government Purchase Card Tutorial Course CLG001 at [www.dau.mil](http://www.dau.mil).

(2) Annual Ethics Training at [www.dod.mil/dodge/defense\\_ethics](http://www.dod.mil/dodge/defense_ethics).

(3) Refresher training on current DoN policies and procedures and local internal operating instructions (every two years). Training courses offered by the Defense Acquisition University (DAU), Course CLG004, and DoN mandated purchase card training will satisfy this requirement.

(4) Contracting officers are required to complete DoN CON237 Simplified Acquisition Course when issuing delivery orders against a Federal Supply Schedule (GSA) or existing DoD contract.

#### 5. Transaction Types and Procurement Authority Authorized for COMNAVCRUITCOM

a. The Government Commercial Purchase Card (GCPC) is the mandatory method of procurement for all micro-purchase requirements (\$3,000 or less) utilizing simplified acquisition procedures.

(1) Procurement Authority Authorized: \$3,000 per purchase action. The transaction type listed in sub-paragraph (2) will only be used when requirements exceed micro-purchase limitations or the items required are specifically exempted from the GCPC program per references (a) and (c).

(2) Type I Oral/Electronic Delivery/Task orders. Place type I oral/electronic delivery/task orders up to \$100,000 against fixed price indefinite delivery type contracts, GSA Federal Supply Schedules, and other mandatory Government sources of supply for which payment may be made with the GCPC.

b. Requirements outside the scope of the above shall be forwarded to the cognizant regionally aligned FISC detachment or local servicing contracting activity.

6. Reporting Requirements

a. Semi-annual review of the GCPC program shall be conducted no later than 31 March and 30 September each year. The report shall be completed per references (a) and (d) and forwarded to NAVCRUITCOM N41.

b. Per references (a) and (e), personnel involved in purchasing/contracting will attend annual standards of conduct/ethics training.

7. Any instances of abuse/after-the-fact procurements will be reported immediately to FISC, Norfolk via NAVCRUITCOM N1/N4.

/s/  
R. R. BRAUN

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